

SOUTHERN UNION CONFERENCE

Job Description



Job Title:	Certification Registrar	Type Of Position:	Hours Per Week <u>N/A</u>
Location:	302 Research Dr., Norcross, GA 30092	Full Time <u>X</u>	
Department:	Education	Part Time _____	Exempt <u>X</u>
Reports To:	Department Director	Intern _____	Nonexempt _____

POSITION SUMMARY:

Oversees the registrar functions and educational reports to the Southern Union Education Department. Has membership on, and in some cases chairs related Union Education Committees. Gives input and serves on the NAD committee that formulates certification policies or policy changes. Confers with all North American Division union registrars.

SCOPE OF RESPONSIBILITY:

- Uses discretion, interprets policies in evaluating transcript information and professional activity credits for each teacher in the Southern Union territory, and approves appropriate certification.
- Produces statistical reports, including opening and closing reports to the Southern Union Director of Education and North American Division.
- Establishes agenda items and serve as chairperson for the Certification Review Committee; verifies committee votes to the related teacher(s) and conference(s).
- Serves on the Junior Academy Review Committee as well as the Accreditation Review Committee to plan long and short-term objectives and formulate policies.
- Provides guidance and expert advice while consulting with teachers, superintendents, principals, and associates on matters that might deviate from or waive established policies.
- Evaluates records of potential teachers and counsels them and the superintendent on next steps in the certification process.
- Consults with college/university teacher education faculty to make certain courses needed for certification are offered.
- Monitors the recording of certification data to ensure quality control.
- Work with NAD Director of Technology & Support on Data Rollup/Dashboard and assist conferences with resolving issues.
- Assign NAD Dashboard Educator ID# to inactive teachers and new education major graduates from Oakwood University and Southern Adventist University.
- Gives input to hiring the Administrative Assistant and appraises his/her productivity and efficiency.
- Plans and assigns work for the Administrative Assistant.
- Travel, as needed, to provide instruction and assistance as it pertains to teachers' certification.

RECOMMENDED EDUCATION/EXPERIENCE:

- Bachelor's degree in business administration or other business-related field. Successful related work experience may be acceptable in lieu of scholastic requirements.
- Advanced knowledge of the K-12 Education Certification Manual.
- Working knowledge of boards and committees to serve as chairperson.

KNOWLEDGE AND SKILL:

Knowledge of principles, policies, and beliefs of the Southern Union Conference and Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skills in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form. Ability to exercise discretion and use independent judgment for highly complex matters.

Ability in strategic planning, leadership and organization. Ability to develop long-and short-term plans and programs; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS:

Contact with church leaders, outside organizations, and lay persons, as well as Southern Union personnel at all levels. Must possess advanced interpersonal skills and project a professional Christian image.

PHYSICAL REQUIREMENTS:

Must be able to read, speak, and hear in the English language. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Must be able to travel extensively in all parts of the Southern Union territory under varying conditions.

WORKING CONDITIONS:

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Conditions may be difficult on itinerary with some irregularity in hours